

The Department of Early Childhood Education (DECE) will be hiring a Region Director under the Office of School Readiness to provide oversight to First Class Pre-K programs in Region 6. **THIS POSITION IS ONLY OPEN TO INTERNAL CANDIDATES AT THIS TIME.** Region 6 includes the following counties: Dallas, Autauga, Chilton, Wilcox, Lowndes, Montgomery, Elmore and Macon.

The Roles & Responsibilities are listed below but do not include all duties that may be expected of the position.

- Provides leadership, knowledge, and guidance to Monitors to ensure sustained quality and grant compliance in all First-Class Pre-K Programs. Includes conducting staff observations to ensure all regional team members are carrying out job responsibilities with desired results.
- Maintains accurate and up to date contacts, files, and other paperwork for all assigned regional classrooms, directors, and teachers including ensuring teacher credential are submitted for each lead and auxiliary teacher in region (including long-term subs)
- Maintains regional staff shared calendar with up to date daily staff assignments, and in addition enters all information for region concerning regional team meetings and regional staff planned trainings (New Teacher Training, etc.) on the Regional Director shared calendar. Maintains an outlook calendar of daily appointments.
- Plans and facilitates a minimum of 1 monthly regional staff meeting in a centrally located civ/community meeting place (e.g. public school, public library, etc.) and communicates information, discusses concerns, and collaborates with team members for solutions to issues
- Conducts Performance Appraisal as required for all full-time regional staff members in a timely manner, and discusses any issues concerning job performance with the DECE OSR Director.
- Communicates via mail, email, and phone effectively with DECE/OSR Staff, Program Directors, Teachers, and other stakeholders regarding classroom progress toward quality and goals; addresses compliance issues, follows up to ensure timely correction of non-compliance issues, and reports to supervisor of classrooms that continue to perform in non-compliance status.
- Consults with directors to provide assistance with budgets, answer program questions, assist with problems maintaining enrollment, help with training needs, and approve purchases of material, equipment, supplies
- Participates in all trainings, workshops, and conferences as required
- Ensures regional staff time and travel are submitted correctly and in a timely manner.

This position requires meeting the qualifications for the State job code 30123 and requires a degree in Early Childhood Education and will include extensive travel.

Please submit interest with a copy of your resume to:

Tammy Gibson, Personnel Officer
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